

DOT M 3902.7B

July 13, 1995

---

# **OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT MANUAL**

*Office of Administrative Services and Property Management  
Office of the Assistant Secretary for Administration  
Office of the Secretary*

---



DOT M 3902.7B

July 13, 1995

OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT  
MANUAL

TABLE OF CONTENTS

Chapter 1 - General Information

Section 1-1	References.....	Page 1-1
Section 1-2	Reporting.....	Page 1-1
Section 1-2.1	Annual Reports.....	Page 1-1
Section 1-2.2	Reports of Fatalities or Multiple Hospitalization Incidents.....	Page 1-2
Section 1-2.3	OSH-Self-Evaluation Reports...	Page 1-2

Chapter 2 - Occupational Safety and Health Management Program

Section 2-1	Departmental Program.....	Page 2-1
Section 2-1.1	Directive Implementation.....	Page 2-1
Section 2-1.2	Designation of Responsibility.	Page 2-1
Section 2-1.3	Funding .....	Page 2-1
Section 2-1.4	Inspections.....	Page 2-1
Section 2-1.5	Hazard Abatement.....	Page 2-1
Section 2-1.6	OSH Committees.....	Page 2-2
Section 2-1.7	Employee Protection Against Reprisal.....	Page 2-2
Section 2-1.8	Training.....	Page 2-2
Section 2-1.9	Management Information Systems.....	Page 2-2
Section 2-1.10	Program Evaluations.....	Page 2-2



July 13, 1995

CHAPTER 1

GENERAL INFORMATION

1-1. REFERENCES.

- 1-1.1 29 U.S.C. 651 et seq., Public Law 91-596, Occupational Safety and Health (OSH) Act of 1970, as amended, which requires each Federal agency to establish and maintain an effective and comprehensive OSH program.
- 1-1.2 Executive Order 12196, Occupational Safety and Health Programs for Federal Employees, which prescribes additional responsibilities for the heads of agencies, the Department of Labor (DOL), and the General Services Administration (GSA).
- 1-1.3 Title 29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters, which establishes basic program elements agencies must use to operate their OSH programs.
- 1-1.4 Title 41 CFR 101-20, Management of Buildings and Grounds, which prescribes policies and procedures for the management, operation, protection, and maintenance of Government-owned and leased buildings and grounds under the assignment responsibility of GSA.
- 1-1.5 DOT 1000.17, Administrative Services Policy Functions, dated 5-15-95, prescribes basic policy and assigns responsibilities for these functions which include occupational safety and health.

1-2. REPORTING.

1-2.1 Annual Reports.

- a. An annual OSH report will be submitted, when requested, to the Office of the Assistant Secretary for Administration, Attention: M-46. These reports will be consolidated by M-46 and forwarded to DOL for incorporation into its report to the President.
- b. In addition to civilian reporting requirements set forth in Section 1-2.1 above, the U.S. Coast Guard (USCG) shall submit concurrently with its civilian annual OSH report, an annual OSH report on military operations using a format similar to



July 13, 1995

the civilian report, but modified as necessary to conform with the uniquely military mission.

1-2.2 Reports of Fatalities or Multiple Hospitalization Incidents.

- a. Any civilian employment incident resulting in one or more employee deaths or the inpatient hospitalization of three or more employees shall be reported to the Occupational Safety and Health Administration (OSHA) within 8 hours of the incident in accordance with OSHA requirements.
- b. The Office of the Assistant Secretary for Administration, M-46, shall be notified of all incidents involving a fatality or the hospitalization of three or more employees -- including USCG military personnel -- by 5:00 p.m. (eastern time zone) of the next business day after the incident.

1-2.3 OSH Self-Evaluation Reports. OSH programs shall be periodically evaluated to assess compliance with the requirements of Executive Order 12196 and 29 CFR 1960. The findings and efforts to resolve deficiencies shall be reported to the Office of the Assistant Secretary for Administration, Attention: M-46, upon completion of the self-evaluation.





July 13, 1995

## CHAPTER 2

## OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT PROGRAM

- 2-1. DEPARTMENTAL PROGRAM. Listed below are the minimum components of an ideal OSH program.
- 2-1.1 Directive Implementation. Operations, procedures, and any other additional guidance to implement the OSH program shall be in accordance with this Manual and applicable laws, executive orders, and regulations issued by OSHA, DOT, or other Federal agencies. In addition, the USCG shall establish an OSH program for military personnel modified to conform to the unique mission of the organization.
- 2-1.2 Designation of Responsibility. Ensure that officials are designated at appropriate levels with sufficient authority, responsibility, accountability, and expertise to effectively implement and administer the OSH program.
- 2-1.3 Funding. Ensure, in accordance with 29 CFR 1960, that budget submissions include appropriate financial and other resources to effectively implement and administer the OSH program.
- 2-1.4 Inspections. Formal inspection programs to identify hazardous conditions and work practices shall be conducted annually in all workplaces. More frequent inspections will be conducted when there is increased risk of accidents. Formal inspections shall be conducted by persons who are trained in hazard recognition and OSH inspection procedures and permit the participation of employee representatives.
- 2-1.5 Hazard Abatement. Systematic programs to ensure the prompt abatement of hazardous conditions shall be established in all workplaces. The programs shall include: provision of information on the hazard and proposed abatement plans to employees or employee representatives; provision of interim protective measures for employees pending abatement of the hazard, if necessary; and establishment of operating plans and budgets which include appropriate planning, programming, and resources to correct hazards.



July 13, 1995

- 2-1.6 OSH Committees. An OSH Advisory Group, as established in DOT Order 1000.17, shall serve as the forum for the exchange of intradepartmental OSH program information.
- 2-1.7 Employee Protection Against Reprisal. Proactive procedures to protect all DOT personnel from coercion, discrimination, or reprisals for filing a report of unsafe or unhealthful working condition, or other participation in DOT OSH program activities shall be established. Such procedures shall include provisions to: preserve individual anonymity, when requested; ensure prompt, impartial investigation of allegations of reprisal; provide appropriate administrative action when such allegations are substantiated. The USCG military personnel shall use inspector general channels for reporting and investigation of such allegations. Civilian employees shall use either administrative or negotiated grievance procedures, as applicable, for reporting and investigating such allegations.
- 2-1.8 Training. Appropriate OSH training shall be provided for the following groups: nonsupervisory civilian and enlisted personnel; representatives of civilian employees; supervisors, commanders, and other senior civilian and military officials; full-time OSH personnel; and collateral duty OSH personnel.
- 2-1.9 Management Information Systems. OSH data shall be collected and compiled through management information systems to identify unsafe and unhealthful work conditions; establish OSH program priorities; enhance OSH program control, efficiency, and effectiveness; and meet OSHA and DOT reporting requirements.
- 2-1.10 Program Evaluations. Periodic evaluations shall be performed to ensure OSH program performance and effectiveness at all organizational levels.

